



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
540 SOUTH DUPONT HIGHWAY
THOMAS COLLINS BUILDING (D570C), SECOND FLOOR, SUITE 3
DOVER, DELAWARE 19901

FAX: (302) 744-1045

TELEPHONE: (302) 744-1035

MEMORANDUM
REVISED¹ MARCH 24, 2000

TO: All Higher Education Fiscal Officers
All School Business Managers

FROM: Valencia L. Beaty, Executive Assistant *VMB*

DATE: March 17, 2000

SUBJECT: NEXT FISCAL YEAR PURCHASE ORDERS

Effective Monday, March 20, 2000, the Division of Accounting will accept purchase orders for **Fiscal Year 2001** in accordance with Section 6519, Chapter 65, Title 29, Delaware Code. Please adhere to the following instructions in keying next fiscal year purchase orders into DFMS:

Purchase orders greater than \$2,500. The batch number will have "N" in the first position. The second and third positions are unique to your division, and will keep your next fiscal year PO's (greater than \$2,500) together in the suspense file. This identifier will simply be your division number. The last three positions of the batch number should be the sequential number assigned to each batch, starting with 001.

Examples:

Seaford School District, 95-2300, unique identifier will be 23

Delaware State University, 90-03, unique identifier will be 03

Purchase orders \$2,500 or less. The batch number will have "N" in the first position and "M" in the second position. The third and fourth positions are unique to your division, and will keep your next fiscal year PO's (\$2,500 or less) together in the suspense file. This identifier will be your division number as explained above. The last two positions of the batch number should be the sequential number assigned to each batch, starting with 01.

¹ The only correction to the original correspondence appears in the first paragraph. The correct fiscal year appears in this revision.

